

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 1**

**January 21, 2016**

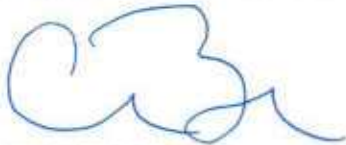
**SUBJECT: DIRECT REFERRAL TO BEHAVIORAL SCIENCE SERVICES  
FOR ANY DEPARTMENT EMPLOYEE INVOLVED IN A TRAFFIC  
COLLISION IN A CITY VEHICLE RESULTING IN DEATH OR  
SUBSTANTIAL POSSIBILITY OF DEATH – ESTABLISHED**

**PURPOSE:** The purpose of this Order is to establish direct referral procedures to Behavioral Science Services (BSS) for any Department employee involved in a traffic collision in a City vehicle resulting in death or substantial possibility of death.

**PROCEDURE:** Attached is Department Manual Section 3/206.60, *Direct Referral to Behavioral Science Services for Any Department Employee Involved in a Traffic Collision in a City Vehicle Resulting in Death or Substantial Possibility of Death.*

**AMENDMENT:** This Order adds Section 3/206.60 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in blue ink, appearing to read 'C. Beck', is written over the printed name and title of the Chief of Police.

**CHARLIE BECK**  
Chief of Police

Attachment

DISTRIBUTION "D"

**DEPARTMENT MANUAL  
VOLUME III  
Revised by Special Order No. 1, 2016**

**206.60 DIRECT REFERRAL TO BEHAVIORAL SCIENCE SERVICES FOR ANY DEPARTMENT EMPLOYEE INVOLVED IN A TRAFFIC COLLISION IN A CITY VEHICLE RESULTING IN DEATH OR SUBSTANTIAL POSSIBILITY OF DEATH.**

*Note:* Nothing in this section prevents a commanding officer from referring an employee to Behavioral Science Services (BSS) as governed by Manual Section 3/799.

*The commanding officer of a Department employee (driver or passenger) involved in a traffic collision in a City vehicle resulting in death or substantial possibility of death shall:*

- *Immediately remove the employee from field duties;*
- *Notify BSS within two administrative working days of the incident;*
- *Schedule an appointment for the employee(s) with BSS for a psychological evaluation by a licensed mental health professional as soon as possible to assess if the individual's reactions and coping to this incident are within normal limits;*
- *Notify the involved employee of the appointment and discuss the process that will occur; and,*

*Note:* An employee's attendance at a BSS session resulting from a direct referral is mandatory and shall be conducted on an on-duty basis.

- *Consult with BSS after the involved employee's mandated appointment to obtain their feedback regarding whether or not to return the employee(s) to field duty. Other than the feedback of BSS, matters discussed during the BSS evaluation shall be strictly confidential.*

*Note:* Employees directed to BSS shall be noted in the Deployment Planning System as assigned to "Non-Field Certified" to formally track/audit the employee's assigned duties from the date of the incident; until returned to normal field duties.

**Return to Field Duty.** *Prior to returning an employee to field duty, approval is required from the Chief of Police. After obtaining feedback from BSS regarding whether or not to return an involved employee to field duty (if applicable), the involved employee's commanding officer shall:*

- *Meet with the employee(s) and discuss the "return to field duty" process;*
- *Meet the employee(s) to assess the employee's readiness and suitability to return to field duty;*
- *Obtain concurrence from the bureau commanding officer, who will then obtain approval from the assistant chief within their chain of command and the Chief of Police regarding the involved employee's readiness to return to field duty;*
- *Notify the involved employee(s) of the determination to return or not return the employee to field duty status;*

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- *Complete an Intradepartmental Correspondence, Form 15.02.00, to the Department Traffic Coordinator containing the following information:*
  - \* *Date of Incident;*
  - \* *Date of BSS visit;*
  - \* *Date of commanding officer's consultation with BSS;*
  - \* *BSS feedback regarding the employee's readiness to return to field duty;*
  - \* *Commanding officer recommendation;*
  - \* *Date of approval for return to field duty;*
  - \* *Date of employee's return; and,*
  - \* *Employee's assignment prior to being returned to duty.*
- *Continue to assess and monitor the involved employee(s) upon their return to field duty to ensure the welfare of the involved employee considering liability factors, work products, subsequent interviews, and complaint or work history; and,*

***Note:** If the involved employee has not returned to field duty within 30 calendar days of the incident **due to non-approval by the Chief of Police**, an additional Intradepartmental Correspondence shall be submitted and every 30 days thereafter indicating specific assignment(s) of the involved employee pending his/her return to field duty until approved for return to full duty.*

- *Attach any duty restrictions to the return to field duty determination.*

**Bureau Commanding Officer's Responsibilities.** *Upon notification by the involved employee's commanding officer of BSS feedback regarding the employee's readiness to return to field duty, the bureau commanding officer shall:*

- *Discuss the involved employee's readiness and suitability to return to field duty with the involved employee's commanding officer and consider his/her recommendation for approval or disapproval;*
- *Consult with the assistant chief within the employee's chain of command and the Chief of Police or his/her designee, **within seven days** of the feedback from BSS regarding whether or not to return the employee to field duty; and,*

***Note:** It is the responsibility of the involved employee's bureau commanding officer to ensure concurrence is obtained from the Chief of Police or his/her designee through the bureau commanding officer's chain of command in a timely manner. This shall be accomplished telephonically, if necessary.*

- *Advise the involved employee's commanding officer of the decision by the Chief of Police.*